

## **Instructions for Completing the LEARS- Verification Summary Report**

Local Educational Agencies (LEAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are required to annually report their verification results of the Free and Reduced Price School Meals Program to the Michigan Department of Education (MDE).

The LEARS - Verification Summary Report is organized into two parts:

- Part I provides information about the number of students served by the LEAs and how the students were qualified for the meal benefits.
- Part II summarizes the results of the verification activities, which includes the number of students for whom benefits were decreased, maintained at current levels, or terminated.

*NOTE:* LEAs are either public or private. Please select the appropriate LEA type for your institution. Click on the circle next to LEA Type.

If you need to leave the screen at any time while filling in information, **Click the Save button** at the bottom left of the screen. Please be sure to verify your current e-mail address in the boxes provided.

### **Part I. Enrollment, Application, and Eligibility Information (Pre-Verification)**

1. Only household/family applications may be used to determine eligibility for free and reduced price school meals.
2. The total number of buildings operating the NSLP and SBP is taken directly from your October claim (SM-4012-SL) and shown in Column A. You will **not** be allowed to change this number.
3. The total number of students with access to the NSLP or SBP (for SBP only schools) is also taken directly from your October claim (SM-4012-SL) and shown in Column B. You will **not** be allowed to change this number.

### **Column A and Column B applies to numbers 4 and 5 on the form as follows:**

Column A reports the numbers of eligible students as of October 31.

Column B reports the number of household applications as of October 1.

4. The total number of FREE ELIGIBLE students that the LEA reported as of October 31. This number is taken from your October claim (SM-4012-SL). You will **not** be allowed to change this number. The sum of the three free eligibility categories reported on Lines 4-1, 4-2, and 4-3 must equal this number.

4.1 In Column A, report the total number of students approved as FREE ELIGIBLE whose approval is not subject to verification: (directly certified, migrant or homeless liaison list, income eligible Head Start, pre-K, Even Start, residential students in RCCIs, students that are foster children on the direct certification report, and non-applicants approved by local officials) as of the last operating day in October.

4.2 In Column A, report the total number of students approved as FREE ELIGIBLE based on a Food Assistance Program/Family Independence Program/Food Distribution Program on Indian Reservation (FS/FIP/FDPIR) case number submitted on an application as of October 31.

In Column B, report the total number of approved FREE ELIGIBLE applications based on a FAP/FIP/FDPIR case number on file as of October 1.

4.3 In Column A, report the total number of students approved as FREE ELIGIBLE based on household size/income as of October 31.

In Column B, report the total number of applications approved as FREE ELIGIBLE based on household size/income as of October 1.

5. In Column A, the total number of students approved as REDUCED PRICE ELIGIBLE based on household size/income as of October 31.

In Column B, report the total number of applications approved as REDUCED PRICE ELIGIBLE based on household size/income on file as of October 1.

## **Part II. Results of Verification by Application Type**

This portion reports the number of applications and the number of students for whom benefits were maintained at the same level, reduced, or terminated as a result of information submitted during verification.

6. Report the type of verification process the LEA used to comply with the requirements of 7 CFR 245.6a. Click on the method of verification sample selection used by the LEA. Note: The verification of *all applications* is now prohibited, and your sample selection is determined in accordance with your prior year response rate to verification, as well as eligibility status changes. (See Administrative Policy No. 5 School Year 2010-2011.

Numbers 7 through 12, report the results of the verification process by type of application approval, categorically or income eligible.

For numbers 7 through 11 the results are reported as of the date verification is completed. For the purpose of this report, verification is complete when an application has been processed and meets the following criteria:

- The household submits the required last 4 digits of social security numbers (income applications only) and there is either adequate written evidence or

collateral contact corroboration of income or categorical eligibility. Verification is considered complete for this household.

- The household submits the required last 4 digits of social security numbers (income applications only) and there is either adequate written evidence or collateral contact corroboration of income which indicates that the child(ren) should receive either a greater or lesser level of benefits. Verification is considered complete for this household when the notice of adverse reaction is sent or household is notified that its benefits will be increased.
  - The household indicated, verbally or in writing, that it no longer wishes to receive free or reduced price benefits. Verification is considered complete when the notice of adverse action is sent.
  - When it is determined that a child is not part of the household currently certified to receive Food Stamps, TANF or FDPIR. Verification is considered complete when the notice of adverse action is sent.
7. Report the number of applications with No Change in eligibility and the number of students on these applications, for each application type.
  8. Report the number of applications for which eligibility was changed to Free based on documentation provided by the household, and the number of students on these applications, for each application type.
  9. Report the number of applications for which the eligibility was changed to Reduced Price based on documentation provided by the household and the number of students on these applications, for each application type.
  10. Report the number of applications for which the eligibility was changed to Paid based on documentation provided by the household and the number of students on these applications, for each application type.
  11. Report the number of applications for which the eligibility was changed to Paid because the household Did Not Respond, and the number of students on these applications, for each application type.

*NOTE:* Report *all* applications for which the household Did Not Respond, even if the students on the application continued to receive free or reduced price school meals while being claimed as paid. Report the number of students on these applications.

12. Report the number of applications for households whose eligibility was changed to Paid as a result of verification and then resubmitted and approved for either free or reduced price school meal benefits on or before February 15. Include the number of students on these applications for each eligibility category.

After you have verified that all data is correct, click the Certify button at the bottom right of the screen. There is an area for external comments which is used by the MDE reviewer, in case there are questions, comments or concerns that may involve editing your report. An e-mail will be sent requesting you to login to your report and view these comments.

After you have certified your report, click on the Logout link in the upper left hand corner of the screen to safely leave LEARS.

Should you need further assistance in completing this report, send inquiries by e-mail to: [MDE-Schoolnutrition@michigan.gov](mailto:MDE-Schoolnutrition@michigan.gov)

- Please include the name of your school and/or agreement number, along with your name and a phone number where you can be reached.

**IMPORTANT:** Print at least one copy of the LEARS-Verification Summary Report to keep on file at the LEA.